



# The Fernwood School

*High Achievement with Care & Discipline for All"*

## Charging and Remissions Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Governing Body Finance.

Approved: November 2024  
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Status: Statutory



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## Objectives

The Fernwood School recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## Charging

The Fernwood School reserves the right to make a charge in the following circumstances for activities organised by the School:

- ✿ **School trips and residential in school time:** the board and lodging element of the residential experience and outdoor pursuit courses.
- ✿ **Activities outside school hours:** the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras.
- ✿ **Materials:**
  - ✿ the cost of materials or ingredients for Art, Design and Technology subject areas.
  - ✿ charge for lost or damaged textbooks, exercise books and breakages of any academy equipment at cost if damaged or broken as a direct result of misconduct on the student's part.
  - ✿ charge at cost, any materials purchased by the Academy and offered to students for sale, e.g. stationery, calculators, art folders that may enrich students' Learning, but is not a statutory requirement of the Academy to provide.
  - ✿ Departments selling goods not linked to the National Curriculum for a small profit to raise money for departmental resources.
- ✿ **Acts of vandalism and negligence:** The Fernwood School reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student.
- ✿ **Examination fees:**
  - ✿ if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
  - ✿ If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Academy Trust may seek to recover the fee from the parent.
  - ✿ There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy or where a student is resitting an examination.
- ✿ **Peripatetic music lessons:**
  - ✿ Charges will not be made for class tuition during school hours.
  - ✿ Music tuition, whether group or individual, will also be free, whether it is provided during or outside school hours, if it forms part of the syllabus for a prescribed public examination or required by the national curriculum.
  - ✿ No charge will be made for group activities e.g. school orchestras, which take place during school hours.



- ✿ A charge may be made for individual and small group music tuition not forming part of the syllabus of a prescribed public examination or required by the national curriculum, provided parental agreement is obtained before a student is given the tuition. The charge can include:
  - ✿ *the cost of the teacher*
  - ✿ *the costs of sheet music, and*
  - ✿ *the hire and insurance of a musical instrument*
- ✿ Serious consideration will be given to requests for tuition from parents suffering financial hardship or whose child is in receipt of Free School Meals, with each case being judged independently and given at the school's own discretion.
- ✿ Parents are asked to make a term's commitment in advance to tuition. Parents will be invoiced termly.
- ✿ Parents will be required to terminate music tuition at least one term in advance and in writing to the Head of Music. Should a student decide not to attend tuition at any time during a term period, no reimbursement of fees will be given.
- ✿ Tuition will be cancelled if payment is not received on receipt of invoice. However, parents will still be liable for settling any outstanding amounts.
- ✿ School reserves the right to terminate tuition if it does not consider groups to be viable, or if progress/commitment is unsatisfactory. This will always be done after consultation with the instrumental teachers and parents.

All of the above, agree to delegate responsibility to the Finance Function for the collection of charges.

## Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), The Fernwood School will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Fernwood School may remit charges in full or in part to other parents after considering other specific hardship cases. The Fernwood School invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head will authorise remission after careful consideration.

## Insurance and payment of premiums

Any insurance costs will be included in charges made for trips or activities.

## Voluntary Contributions

Nothing in this policy statement precludes The Fernwood School from inviting parents to make voluntary contributions. The school should make clear that such contributions are voluntary and children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

## Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from a parent/carer where their children cause breakages or damage to school property.



## Lettings and Use of the Sports Facilities

**Charges for Use of the Site:** The Head of Operations is responsible for setting and reviewing charges annually. Charges are bookable through the Lettings Administrator and vary based on the hours and day of hire.

**Booking and Pricing Structure:** All users must complete a booking form and will receive a copy of the conditions of use as applicable. Charges are outlined below and may be adjusted annually by the Head of Operations in conjunction with Finance.

All users must complete a booking form and receive a copy of conditions of use when applicable.

### Charges for Synthetic Pitch:

(Term Time midweek after 6pm and weekends/school holidays all day)

Synthetic Pitch		
Per Hour	Regular	Casual
Full Pitch	£80	£90
Two Thirds Pitch	£60	£70
One Third Pitch	£40	£50
Saturday Match 1hr 30 Mins		
Full Pitch	£90	£100

Regular rates apply to block weekly bookings over a minimum of a term. Regular match booking rates apply to clubs committing to at least five matches per season.

### Other Charges:

	Charge Per Hr
Main Hall (without partition)	£90
Main Hall section A with stage	£50
Main Hall section B without stage	£50
Sports Hall	£50
Drama Room	£50
Other Rooms	£25

**Payment and Cancellation Terms:** Payment terms include a deposit requirement to secure each booking. Full payment must be made prior to the booking date. Cancellations must be made by email at least 7 days in advance to receive a full refund; cancellations made within 7 days may be subject to a partial or full charge, depending on notice provided.



**Scope of Lettings:** This lettings policy applies to all academy facilities available for hire, including but not limited to sports facilities, classrooms, and meeting rooms, ensuring comprehensive access for community and external hirers.

## Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.